

DEVYANI SHIVSHANKAR MALI

63, Yashwant Nagar, Hupari. | Phone: 9822998476 | Email: devyani2103@gmail.com

A highly motivated and passionate person with 16 years of experience in teaching, administration, marketing, management, and mentorship. Possesses a strong educational background in Management and Computer Education. Possesses excellent interpersonal, communication and organizational skills. A strong leader with an enthusiasm for teaching and a passion for education.

Education

Sr. No.	Name of Degree	University	Passing Year	Percentage
1	Master of Art in English	Y.C.M.O.U. Nasik	2019	62.99 %
2	Bachelor of Education	Shivaji University, Kolhapur	2018	79.29 %
3	Bachelor of Arts (English)	Y.C.M.O.U. Nasik	2016	64.08 %
4	Diploma in School Management	Y.C.M.O.U. Nasik	2012	76.63 %
5	Master of Management Sciences	Pune University	2002	68.25 %
6	Diploma In Computer Applications	Tata Infotech	1999	67 %
7	Diploma In Business Management	Shivaji University, Kolhapur	1998	58 %
8	Diploma In Chemical Engineering	M.S.B.T.E. Mumbai	1997	57.60 %

Core Skills

- **Operating System-** DOS, Windows, Unix
- **Application Software** - MS. Word, MS.Excel, MS. Power point, VB 6.0, DBMS., Oracle
- **Computer Languages** - C, C++
- **Accounting Software** - SAP R/3 (FICO Module – Version ECC 6 Tally ERP 9.0

- Accounting and Auditing of Institute
- Mathematics – Engineering Mathematics
- Management Studies.
- Extensive knowledge in the areas of education, Management, Computer, Accounting, Auditing and Mathematics.
- Excellent communication and organizational skills.
- Ability to create and maintain positive relationships with students.
- Strong time management, problem solving and leadership skills.

Professional Experience

Director in Rajat Education Society - Since 2007

Center Head, Rotary Computer Training Center, Hupari – 2000 to 2010

- Evaluated student performance through examinations and assessments
- Assessed student understanding of material and provided additional support when needed
- Provided guidance and mentorship to students
- Provided guidance and mentorship to teachers

Responsibilities

- Handling all the work of Computer Institute as Admin
- Accounting and Auditing of Trust
- Guiding Teachers in curriculum and Cocurricular Activities
- Performance Assessment of Staff
- Handling Recruitment Process and Provide Training to Teachers
- Guiding Computer Trainers for innovative projects
- Handling Purchase activities
- Handling building construction activities from Taking quotations to Completion.
- Handling processes of Charity Commission Office, ZP Office etc.
- Online submission of statements of Accounts to charity Office

Awards and Achievements

- Best President award in District - Rotaract Club Dist.3170
- Best Community Project award in District – Rotaract Club Dist 3170
- Best Rotaractor – Project on Women Empowerment by Rotaract Club of Kolhapur
- Ghe – Bharari Award for Best work in Education Field – Kapad Bazar Hupari
- Adarsh Mahila Puraskar – Kolhapur Dist. Udyojak Prashikshan /mandal
- Adarsh Mahila Puraskar – Yashwantrao Chavan Pratishthan, Pune
- Narishakti Puraskar – Jaybhavani Ganesh Mitra Mandal, Hupari
- TLC Gaurav Award – TLC Business Community Group
- Maharashtrachi Navdurga Award